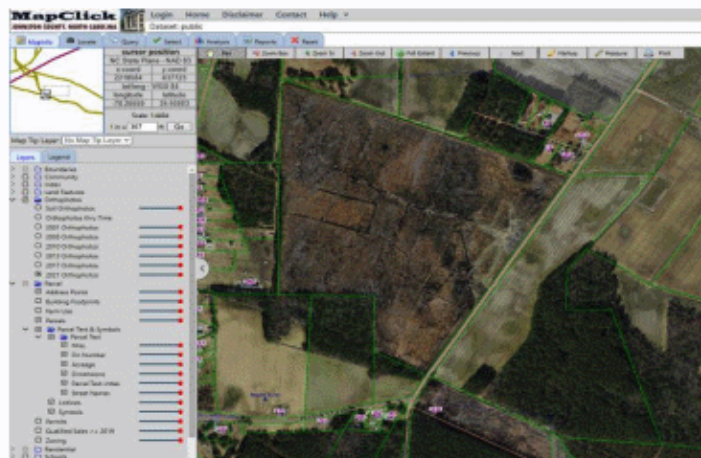
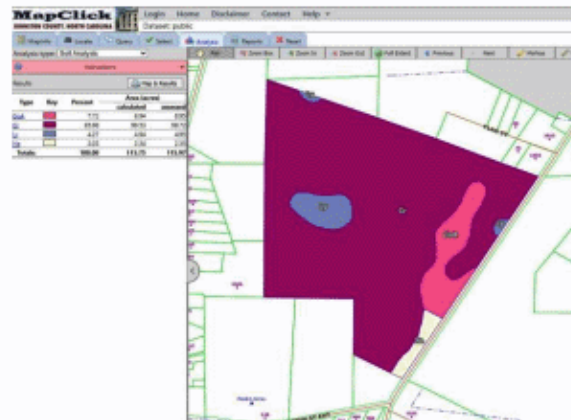
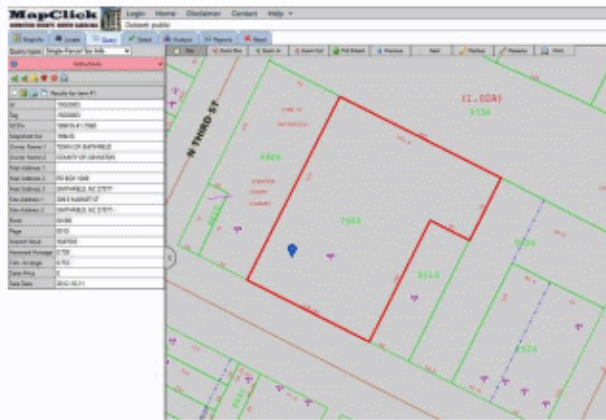
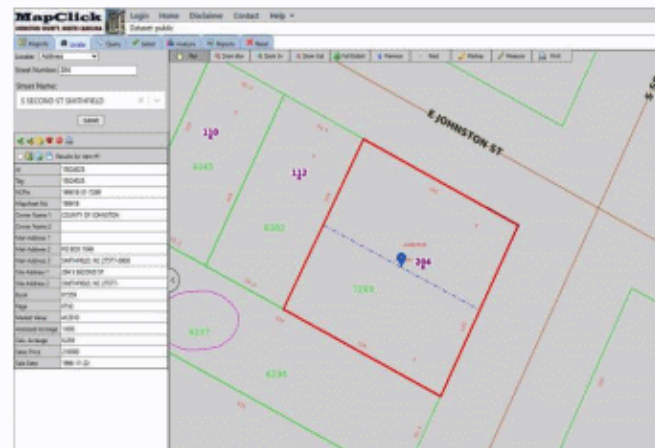
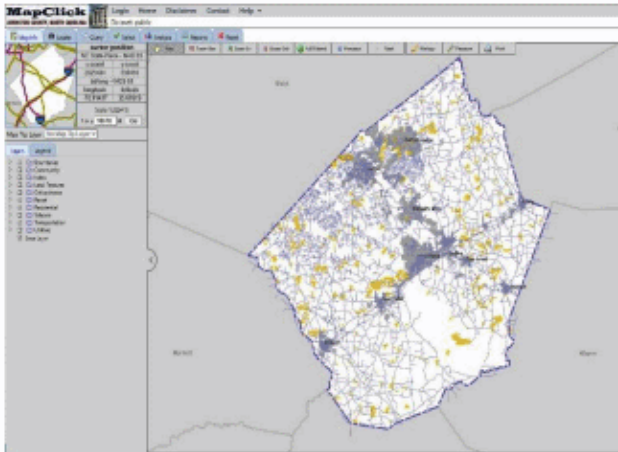


# MapClick 6 Instruction Manual



Johnston County  
Geographic Information Systems (GIS)  
P.O. Box 1373  
Smithfield, NC 27577  
(919) 989-5153

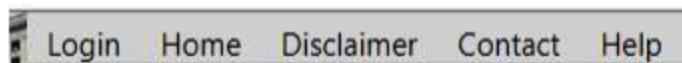
## Table of Contents

[INTRODUCTION](#) | [LINKS AND MESSAGE/ERROR BAR](#) | [NAVIGATION AND TOOL BUTTONS](#) | [HISTORY TABLE](#) | [TABS](#) | [MAP INFO](#) | [LOCATE](#) | [QUERY](#) | [SELECT: ANALYSIS](#) | [REPORT](#) | [FEATURES: MARKUP, MEASURE AND PRINT](#)

### Introduction

MapClick pulls together information from many Johnston County departments into a single location. This data includes tax assessment information, permitting data, deed and plat images, water and sewer locations, flood boundaries, transportation, aerial photography, and much more. MapClick offers multiple maps for viewing, as well as extensive location, querying, analyzing, and printing functions. It is used by a wide audience including local home and business owners, county employees, municipalities, non-profits, paralegals, surveyors, engineers, real estate, mortgage and title agents, appraisers, and lawyers.

### Links and Message/Error Bar

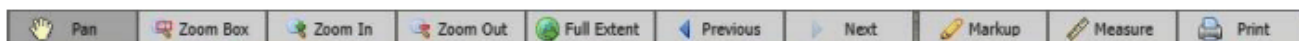


On the top of this bar are a number of links.

1. **Login:** This link can be used to login to applications that have been developed for specific departments.
2. **Home:** Access to the main Johnston County GIS web page.
3. **Disclaimer:** Link to the official Johnston County MapClick disclaimer.
4. **Contact:** This link can be used to access a list of names and telephone numbers for Johnston County GIS employees.
5. **Help:** A link to MapClick help documents.

Underneath the links is an area that will show various messages and errors as the MapClick functionality is used.

### Navigation and Tool Buttons

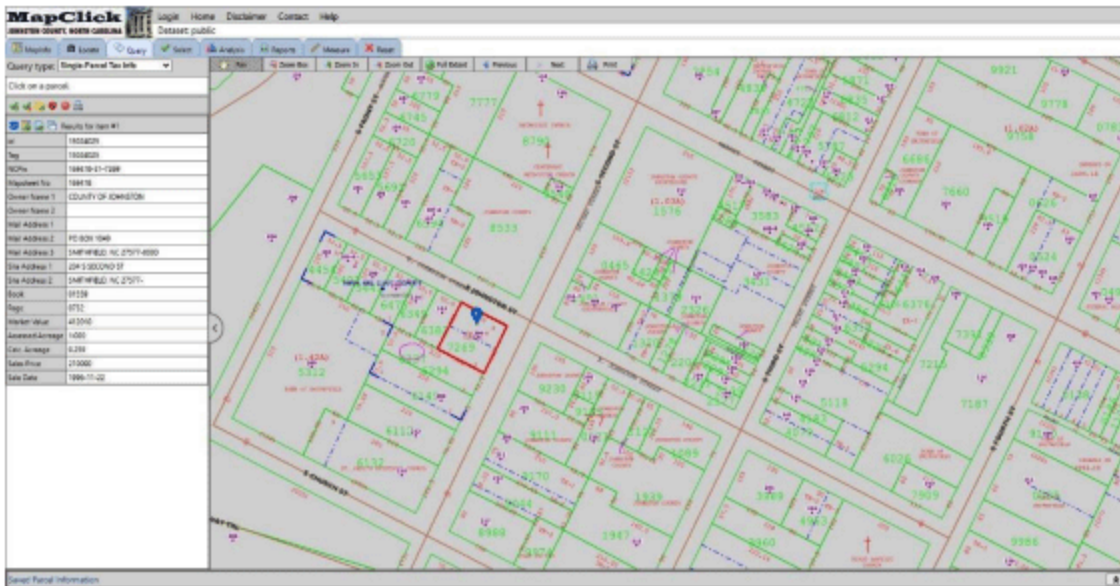


There are various buttons that can be used for navigating and moving around the map.

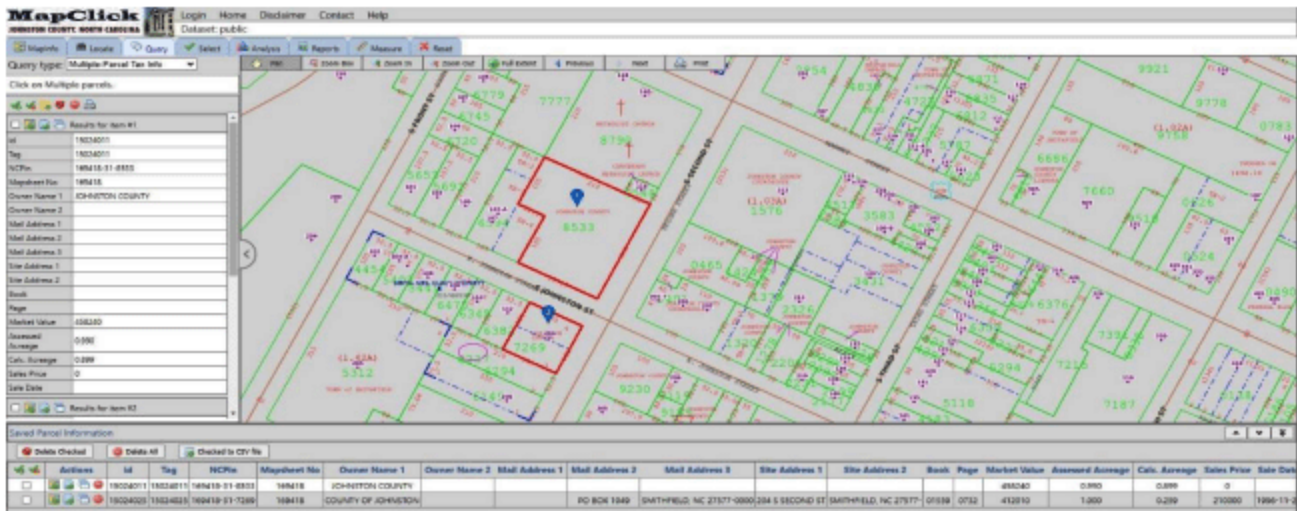
1. **Pan:** This button will allow you to pan, or scroll across the map. Press and hold down the left mouse button on the map. Drag the mouse on the map to change the view. Release the mouse button when the area of view is acceptable.
2. **Zoom Box:** This button will allow a user to zoom in closer to an area on the map. To use, press down and hold the left mouse button on the map. Drag the mouse over the map to create a box around the area of interest. Release the button when the area of view is acceptable.
3. **Zoom In:** Use this button to zoom in closer to the map on a single point.
4. **Zoom Out:** Use this button to zoom out from the map to see a larger extent. After selecting this button, click once on the map with the left mouse button.
5. **Full Extent:** This button can be used to zoom to the full extent of Johnston County.
6. **Previous Extent:** This button will take the user to the previously viewed map image.
7. **Next Extent:** This button will cause the map to go to the area viewed before the 'Previous Extent' button was pressed. This button is unavailable until after the Previous Extent button is used.
8. **Markup, Measure and Print:** These button provides various options and features.

## History Table

It is important to note some new functionality in this version of MapClick. MapClick now offers the ability to save parcel information in a History Table. New parcel records can be added to the user-defined table through various query and locate functionality. In particular, information can be added to the table through a Single or Multiple tax parcel query, or through some of the Locate functions. After doing a query or locate, the results will appear on the left, along with a checkbox. To save the information to the History Table, place a check next to the desired information and click on the 'folder with the green "+" sign. If a multiple query had been performed, all records can be saved at once by clicking the 'Check All' link which is the Green Check Mark with the little plus sign before clicking the 'Folder with the Green plus sign' which is the 'Saved Checked' link.



The saved information will appear at the bottom of MapClick in a table format. Click on the blue bar that says Saved Parcel Information and it will display the saved parcels.



This button will display the deed image for that parcel.



This icon will display the tax card for that parcel.



Saved Parcel Information may also be exported as a CSV file by clicking on the "Checked to CSV file" which will allow the option to print or save the parcel information in a spreadsheet format.

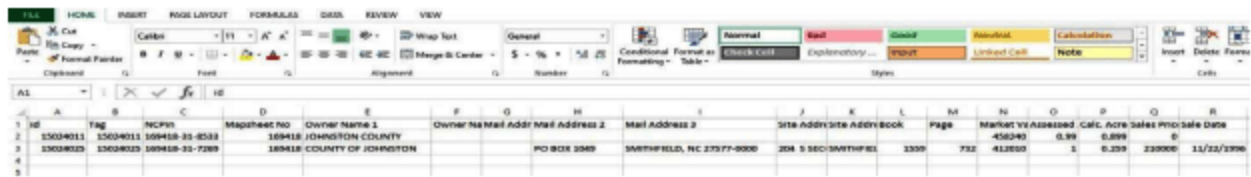
\*\*\*DISCLAIMER\*\*\*  
Madison County assumes no legal responsibility for the information represented here.

#### Save Parcel CSV File

Please right click on the following file link to save the file to disk.

[SaveParcel\\_100407115.csv](#)

Close



ID	Tax	NCPIN	MapSheet No	Owner Name 1	Owner Na Mail Addr	Mail Address 2	Mail Address 3	Site Addr Site Addr Book	Page	Market Yr Assessed	Calc. Actv	Sales Price	Date		
1	15034011	15034011	109418-35-4533	109418 JOHNSTON COUNTY						456240	0.99	0.899	0		
2	15034023	15034023	109418-35-7289	109418 COUNTY OF JOHNSTON	PO BOX 2049	SMITHFIELD, NC 27577-0000		204 S SEC SMITHFIEL	1339	732	41200	1	0.259	233000	11/22/2006

## Tabs

There are seven tabs in this section. Each tab is responsible for providing access to different types of functionality.



## Map Information

**A. Reference Map:** The map on the top left is a reference map of the County. Users can click anywhere on this map to have the main map in MapClick zoom to that area of the County.

**B. Cursor Position:** The top right of the reference map shows the coordinates of the cursor when it is held on the main map.

**C. Map Scale:** Beneath the Cursor Position window is an input box where any scale can be typed. After typing the desired scale, press 'Enter' on the keyboard, or press the 'Go' button. The main map will then zoom to that scale.

**D. Map Tip Layer:** There are three of these layers: parcel, streets, and schools. After selecting a Map Tip Layer, hold the cursor over the parcel on the main map. Information will appear about that particular feature. For instance if you hover over a parcel on parcel layer the parcel will highlight and you will see the parcel number and owner name appear.

**E. Legend:** This tab shows a window defining the list of colors and symbols used on the main map. The legend automatically updates when any map layers are added or removed.

**F. Layers:** This tab contains a list of all map layers that can be drawn in the main map. A check mark put into the box next to each category will turn on all map layers within that category. To turn on individual layers within each grouping, click on the + sign next to each category, and then put check marks in the desired layers.

## Locate

The Locate tab offers a number of ways to locate a specific tax parcel or other type of spatial information. Parcels can be located by Tax Number, Address, Deed Book/Page, Owner Name, MapSheet, or NCPIN. This information is obtained by selecting the desired search option from the drop down list, and typing in the requested information into the input box. The Submit button or the Enter button on the keyboard must be pressed before the main map will zoom to the feature

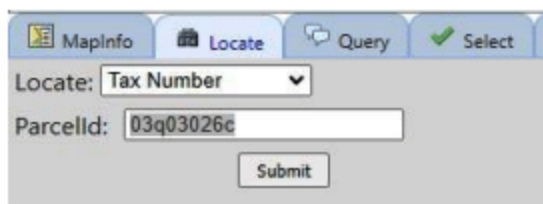
that is being located. If a feature is located that has more than one result, the results will be listed, and the user can decide which to choose. This list will stay up so the user can select another option if desired. Parcel selections, in addition to zooming to the feature on the map, also return information about that parcel. To save this information to a 'History Table', put a check mark in the check box above the returned information and click on the ' folder with green plus sign'. Please see the section on 'History Table' for more information.

Other locate options include the ability to find a Township, City Limit, ETJ, Rescue District, Fire District, Subdivision, Neighborhood, School, Latitude/Longitude or Monument. With the exception of Latitude/Longitude, each of these locate features has a drop down list of search choices. Latitude/Longitude requires a user to type the desired coordinates into input boxes. Submit or 'Enter' must be pressed on the keyboard before the main map will zoom to the feature being located.

The Deed Book Image and Plat Book Image options allow a user to type in the desired book and page information. After Submit or the Enter button on the keyboard is pressed, MapClick will link to the Register of Deeds web site and pull up an image of the deed or plat book for the parcel that was selected.

#### **A. Tax Number:**

This option will locate a specific parcel by its tax number and retrieve a map with that parcel highlighted and centered. The tax number is a unique identifier number for a parcel and will look similar to the format '15024052' or '15025020A'. After you make this selection, in the text box, type in this number. When done, press the 'Enter' button on the keyboard or the 'Submit' button.



The screenshot shows a software interface with four tabs: 'MapInfo', 'Locate', 'Query', and 'Select'. The 'Locate' tab is active. Below the tabs, there is a 'Locate:' label followed by a dropdown menu currently showing 'Tax Number'. Below that is a text input field labeled 'ParcelId:' containing the alphanumeric string '03q03026c'. A 'Submit' button is positioned below the input field.

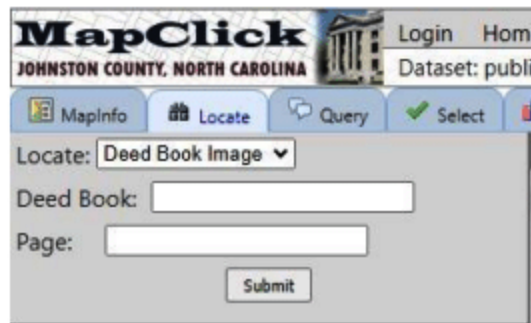
#### **B. Address:**

To locate a parcel by an address, fill in all known information in the input boxes provided. A partial street name, such as 'US 301 Hwy ' can be typed 'US 'space' 301' and it should provide a list to choose from. A list will be returned with all possible street name matches. Select the desired street and the map will zoom and center to that parcel. In cases where the application cannot find the address in the database, MapClick will approximate where the address should be with a red plus sign, along with the address label, on the street where it can be found. The County's address database is currently incomplete, so this may happen with some frequency. To see an entire street, and not necessarily a particular address, simply type in the street name without a house number and press 'Enter' on the keyboard or the 'Submit button'. MapClick will zoom and center on that particular street.



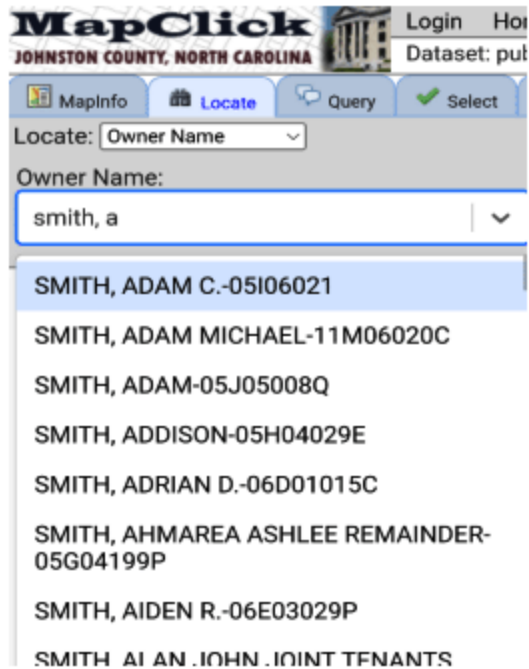
### C. Deed Book/Page:

Enter the deed book and deed page information in the input boxes provided. Press the 'Enter' button on the keyboard or the 'Submit' button. The map will then zoom to and center on that parcel.



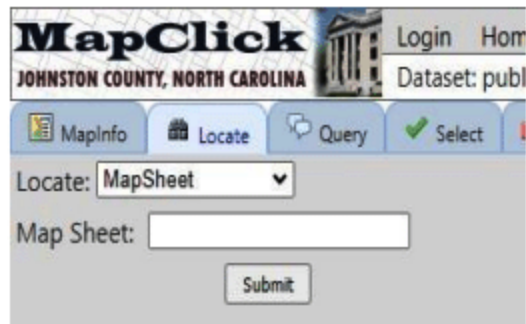
### D. Owner Name:

Enter the owner name in the input boxes provided. Capital letters are not necessary. The entire name is not necessary. Even just a few letters will return all matches in the database. A comma and space is needed between the last and first name (Smith, John) When complete, press the 'Enter' button on the keyboard or the 'Submit' button. A list of matching names will be generated. Select the desired name and the map will zoom to and center on that parcel. The list will remain available during the selection so the user can return to the list and select a different parcel. This is particularly useful when searching for a particular parcel when the owner owns many parcels.



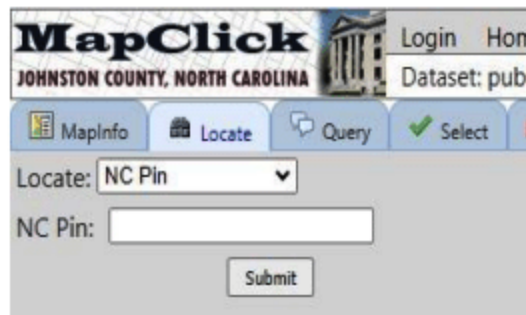
**E. Mapsheet:**

The County is divided up by a grid. This can be useful when trying to find a particular area within the County. Type the map sheet number in the text box and then press 'Enter' on the keyboard or press the Submit button to zoom to that particular map sheet.



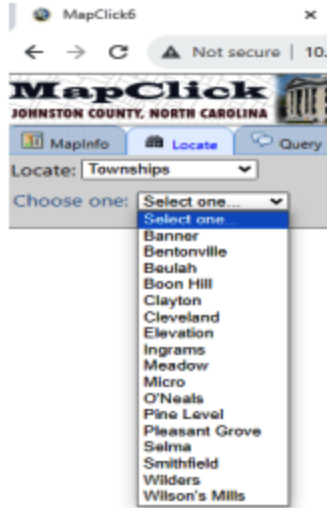
**F. NC Pin:**

To locate a parcel by a NC PIN, enter the 12 digit number in the following format: xxxxxx-xx-xxxx.



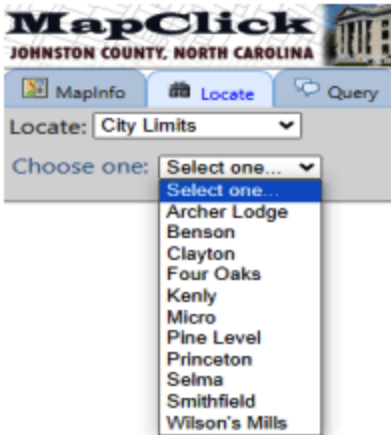
**G. Townships:**

A drop down list of all townships in the County will be presented. Select the desired township.



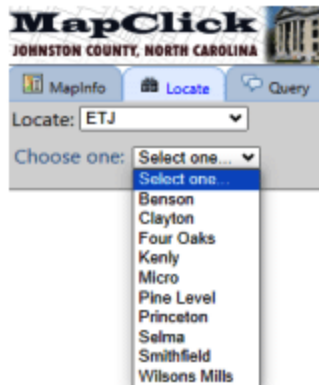
#### H. City Limits:

A drop down list of all municipalities in the County will be presented. Select the desired city



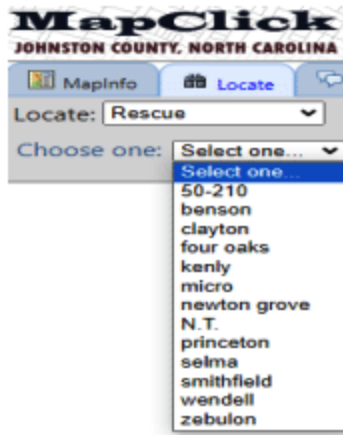
#### I. ETJ:

A drop down list of all ETJs in the County will be presented. Select the desired ETJ.



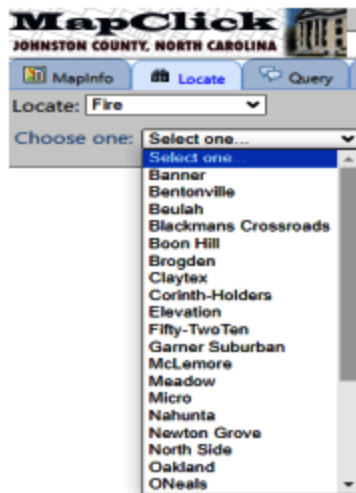
#### J. Rescue:

A drop down list of all Rescue Districts in the County will be presented. Select the desired Rescue District.



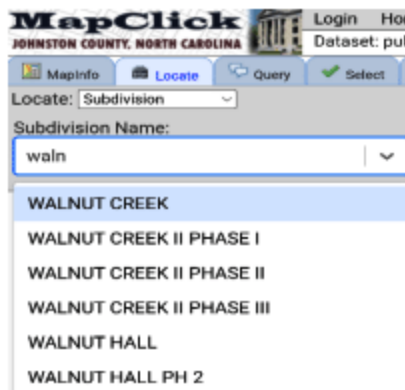
**K. Fire:**

A drop down list of all Fire Districts in the County will be presented. Select the desired Fire District.



**L. Subdivision:**

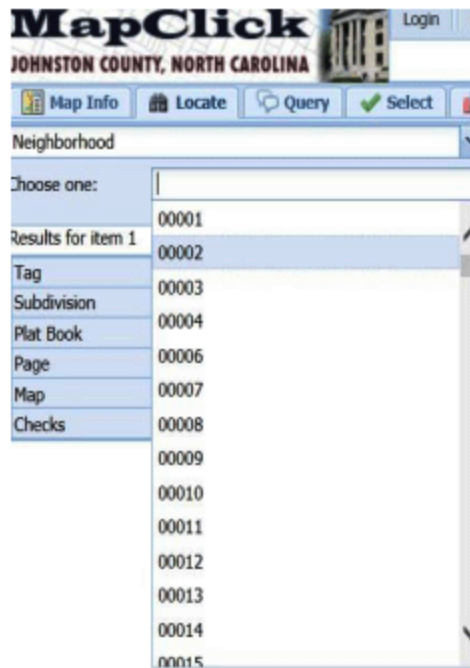
Enter the subdivision name in the textbox. The entire name is not necessary you can enter the first few letters as all matching results will be returned. Capitals are unnecessary. Pick the desired subdivision from the list.



**M. Neighborhood:**

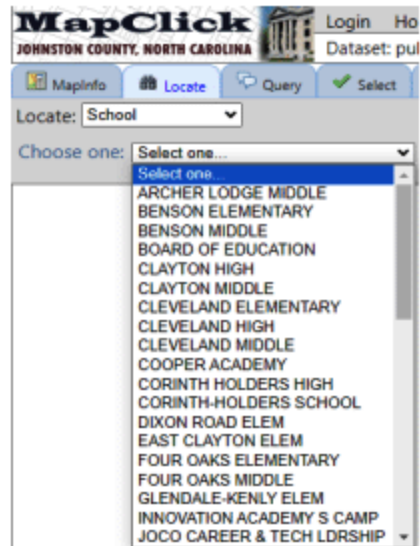
A drop down list of all neighborhood numbers in the County will be presented. Select the desired

neighborhood.



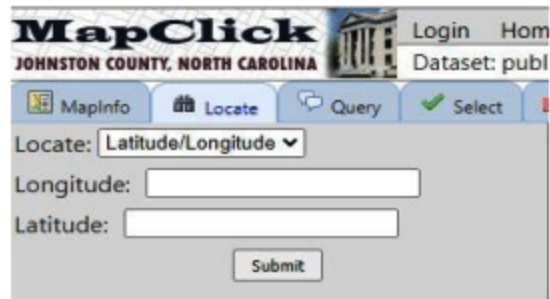
**N. School:**

A drop down list of all schools in the County will be presented. Select the desired school.



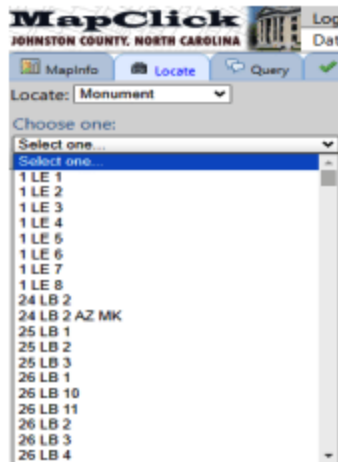
**O. Latitude/Longitude:**

This function can locate a coordinate that is input as degrees, minutes, seconds.



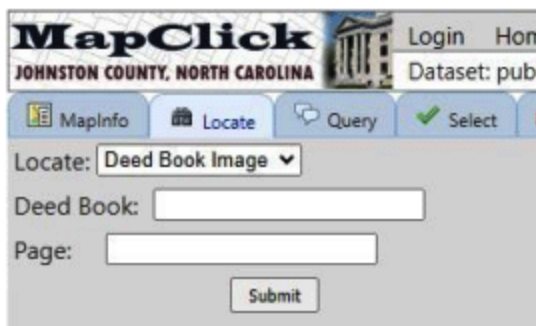
**P. Monument:**

This option shows a selection list of monuments throughout the county



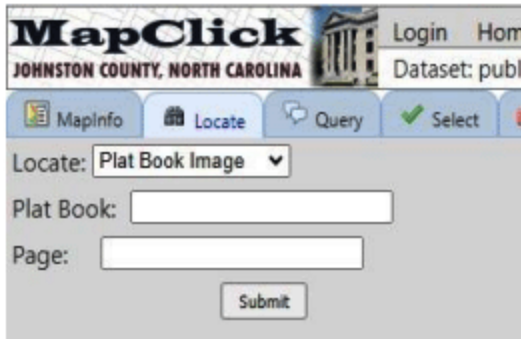
**Q. Deed Book Image:**

This function locates an image of a deed based on its book and page number. This function will not work if any 'Pop-Up' blocker software is turned on (this is the software that stops ads from appearing while surfing the internet).

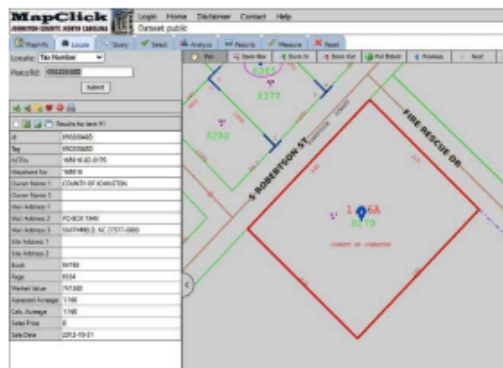


**R. Plat Book Image:**

This function locates an image of a plat based on its book and page number. This function will not work if any 'Pop-Up' blocker software is turned on (this is the software that stops ads from appearing while surfing the internet).



Once a parcel has been “Located” it will remain highlighted with a purple dashed line while working with other tabs (Query, Select, Analysis, Reports, Measure) until cleared with the red minus icon (on the Locate tab above the Results information) or MapClick is Reset.



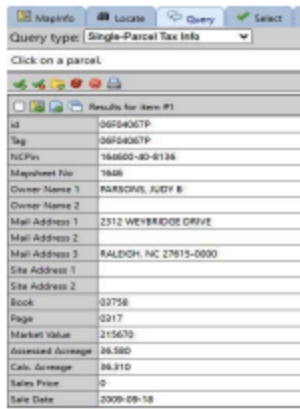
## Query



The query option allows a user to find information on various county features. Available for viewing is the tax assessment data for a parcel, which parcels have permits, or if an area is in a flood zone. You can also use query selections to view the deeds and plats on parcels and subdivisions throughout the county.

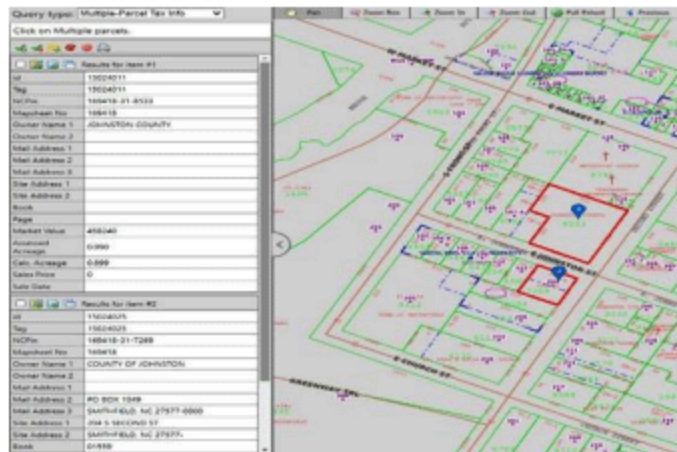
### A. Single Parcel Tax Info:

This is the most commonly used query in MapClick. This query returns general tax information about a parcel including the parcel number, market value, acreage, owner, and mailing and physical address. To use this function, click on Single-Parcel tax info and then click on a parcel on the map. The results will appear.



### B. Multiple Parcel Tax Info:

This function allows a user to query a number of parcels at once. At that time, a red outline and blue numbers will appear on each selected parcel. In the results, a corresponding number will be listed with each parcel's tax information.



### C. Multiple Layers:

This function will return a number of different types of information for the parcel that is selected, including owner, address, value, whether it is in a city limit or ETJ, zoning, etc.

Query type: **Multiple Layers**

Click on a parcel.

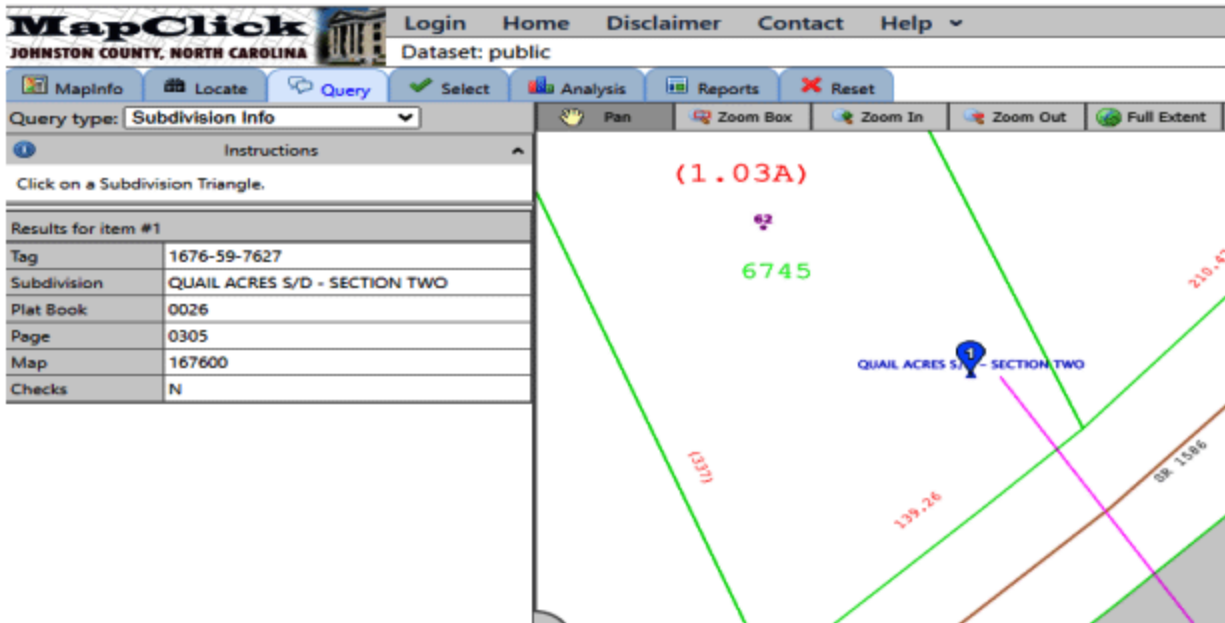
Results [Map & Results](#)

Results for item #1

id	15024008
Tag	15024008
NCPin	169418-31-7777
Mapsheet No	169418
Owner Name 1	CENTENARY UNITED METHODIST CH
Owner Name 2	
Mail Address 1	140 EAST MARKET STREET
Mail Address 2	
Mail Address 3	SMITHFIELD, NC 27577-0000
Site Address 1	
Site Address 2	
Book	01516
Page	0141
Market Value	190610
Assessed Acreage	0.540
Calc. Acreage	0.569
Sales Price	0
Sale Date	1996-05-01
Township	Smithfield
Flood Panel	3720169400 K   2014-04-30
Water District	N/A
ETJ	Smithfield
City Limits	Smithfield
Town Zoning	O&I
County Zoning	N/A
OverLay Zoning	N/A
EMS District	STA9
Fire District	Smithfield
Law District	SSTH
Census Tract	408
Electric District	SMITHFIELD-SELMA MUNICIPAL
Special Tax	

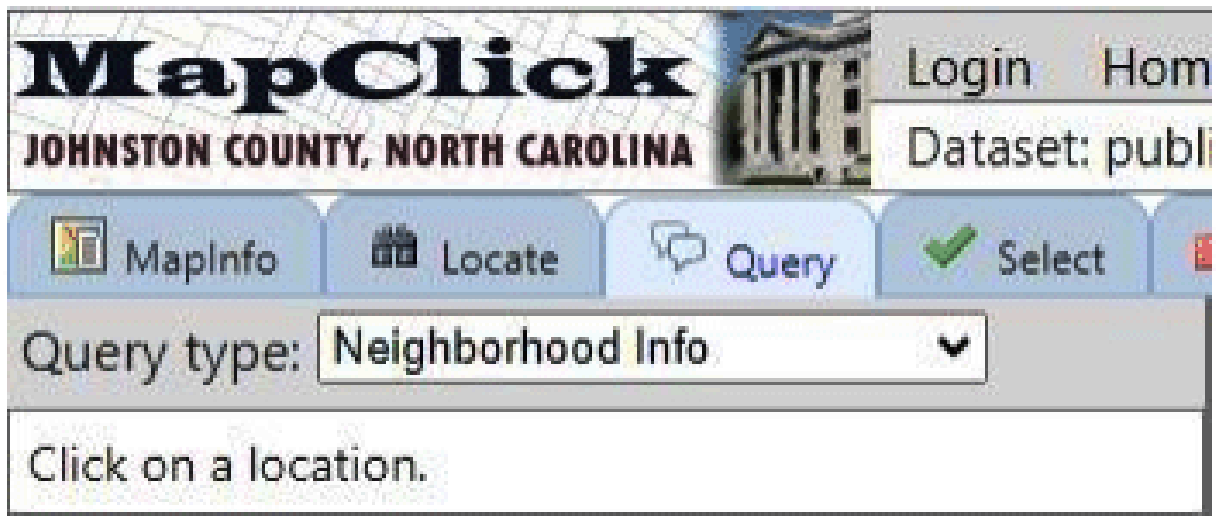
**E. Subdivision Info:**

This selection will give information about a particular subdivision. To query on a subdivision, make sure that Subdivisions are turned on in the Map Selection List, select Subdivision info from the Query menu, and click on one of the blue triangles that represents a subdivision.



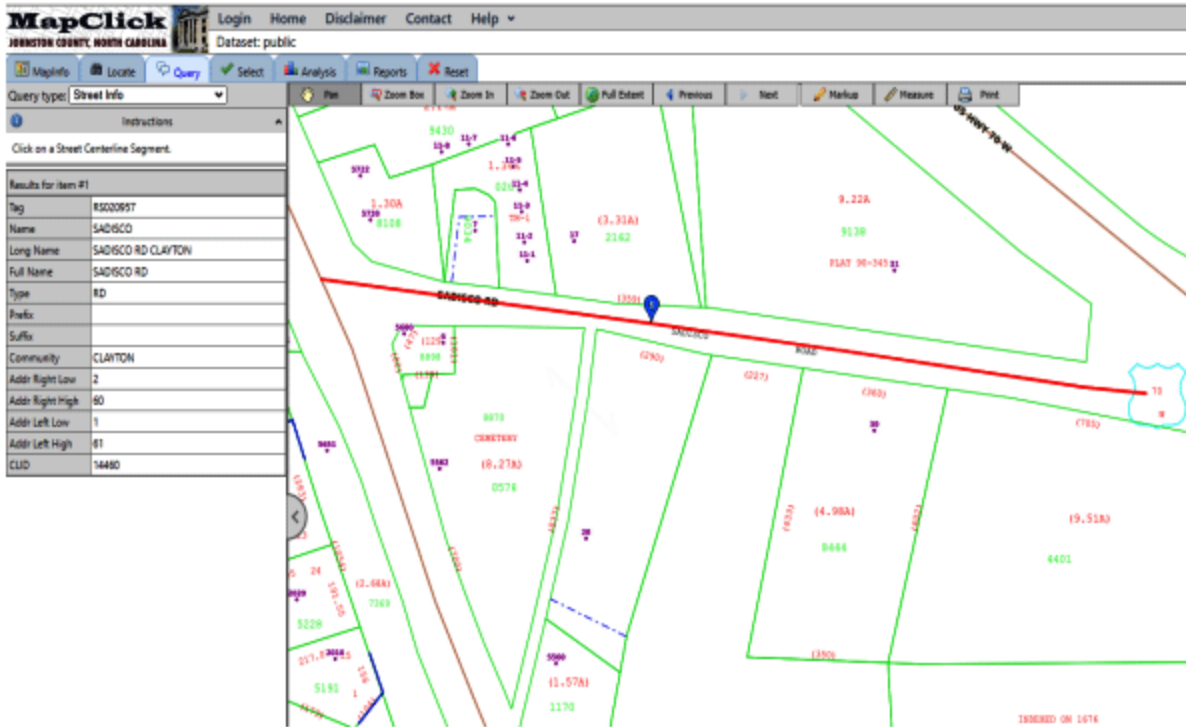
### F. Neighborhood Info:

To determine a neighborhood number, select this option and click on a parcel.



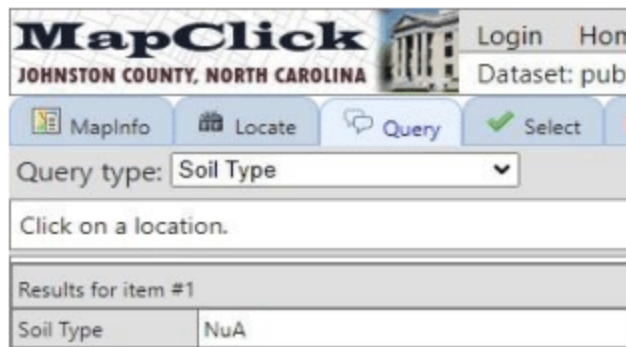
### G. Street Info:

Selecting this option and clicking on a street will return information about that street including the name and address range.



### H. Soil Type:

Using this option, a user can click anywhere on the map to determine the soil at that particular location. The soil abbreviation is a link that can be clicked to obtain a definition of that type of soil. Please be aware that a parcel may have more than one type of soil, but this option only queries a particular spot on the soil. To determine all soils on a parcel, either turn on the soils map layer in the Map Layers List or select the Soil Analysis option from the Themes and Analysis tab.



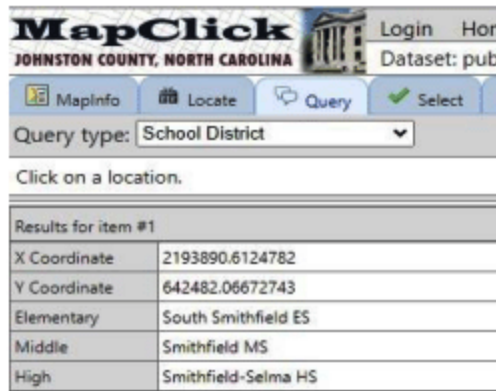
### I. Zoning:

Using this option, a user can click anywhere on the map to determine the zoning at that particular location. The zoning abbreviation is a link that can be clicked to obtain a definition of that zoning. Please be aware that a parcel may have more than one type of zoning, but this option only queries a particular spot on the parcel. To determine all zonings on a parcel, either turn on the zoning map layer in the Map Layers List or choose the Zoning Analysis option from the Themes and Analysis tab.



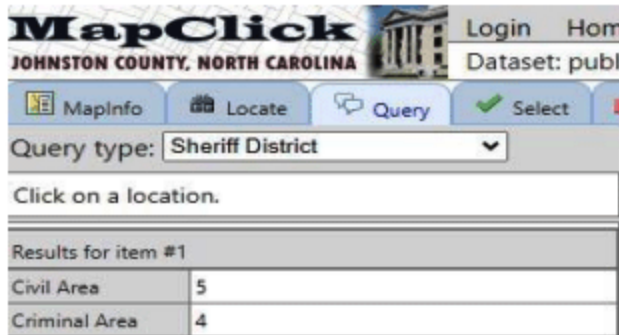
**J. School District:**

By selecting this option and clicking on the map, the elementary, middle, and high school districts for that spot will be returned.



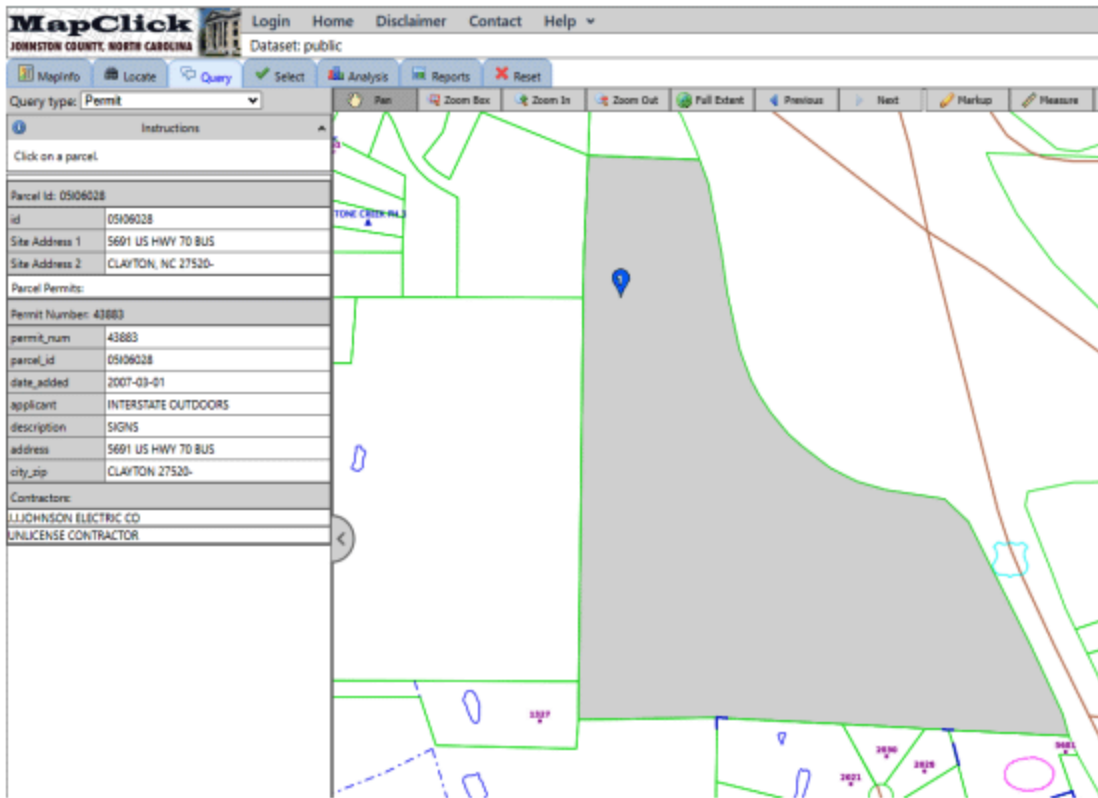
**K. Sheriff District:**

When this option is selected and the map is clicked, the civil and criminal sheriff districts for that spot will be returned.



**L. Permit:**

After this option is selected, click on a parcel on the map. If this parcel has not been issued a permit in the last few years, a message will appear in the Message and Error Bar that states, "\*\*\*\*No Permits Found\*\*\*\*". If the parcel does have a permit, information about that permit will be returned, and all of the surrounding parcels that have been issued permits will shade in purple.



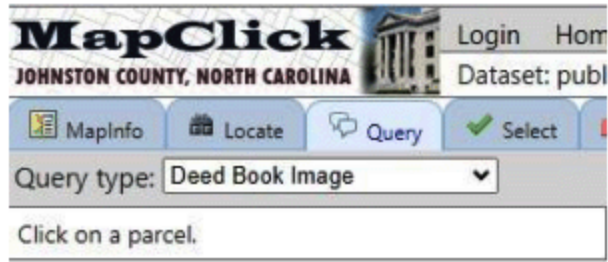
**M. Coordinate:**

Select this option and click on the map to return coordinate information for that spot.



**N. Deed Book Image:**

When a parcel is selected after choosing this option, a new window will open. Click on 'View Image' to see the deed. All "Pop-Up" Blocker software must be disabled for this function to work.



**O: Plat Book Image:**

After this option is selected, the user must click on a subdivision, which is represented by a blue triangle. After acknowledging a disclaimer, a new window will appear. Click on the 'View Image' button to see the actual plat. Make sure that any 'Pop-Up' Blocker software is turned off before doing this query. (This is the software that stops ads from appearing while surfing the internet).



**P: Tax Card:**

After selecting this option, click on a parcel. After acknowledging a disclaimer the tax card will appear.

**MapClick** Login Home  
 JOHNSTON COUNTY, NORTH CAROLINA Dataset: publ

MapInfo Locate Query Select

Query type: Tax Card

Click on a parcel.

**TOWN OF SMITHFIELD** Parcel ID: 15-0-25-020-A-  
 150 E MARKET ST  
 2000041779

Reval Year: 2019 Tax Year: 2023  
 Assessed By: 28 on 12/28/2009 00026 MARKET STREET

COUNTY TAX (100), SMPLD DOWNTOWN (100), SMITHFIELD TAX (100)  
 L2 BANNER WHSE 16941B-

TOWN HALL  
 CARD NO. 1 of 1  
 0.8400 AC  
 TW-15 CI-51 FR-44

PLAT: / UNQ3 ID 418405 ID NO: 16941B-41-7187  
 SPLIT FROM ID

SRC= Inspection  
 LAGT ACTION 20210522

CONSTRUCTION DETAIL		MARKET VALUE				DEPRECIATION				CORRELATION OF VALUE	
USE	MOD	FR Area	QUAL	BASE RATE	RCN	EYB	AYB	NORM		MARKET	
Foundation	4								0.31000		
Ceased Flooring	6.00	17	08	3.470	111	98.57	9531274	2101	1998	60000	60.0
Sub Floor System	3										
Slab Above Grade	11.00										
Exterior Walls	21										
Face Brick	25.00										
Roofing Structure	03										
Gable	7.00										
Roofing Cover	03										
Asphalt or Composition Shingle	7.00										
Interior Wall Construction	5										
Drywall/Sheetrock	22.00										
Interior Floor Cover	14										
Carpet	0.00										
Interior Floor Cover	05										
Asphalt Tile	1.00										
Heating Fuel	04										
Electric	1.00										
Heating Type	04										
Forced Air - Ducted	5.00										
Air Conditioning Type	01										
Central	6.00										
Commercial Heat & Air	3										
Split Units	0.00										
Structural Frame	04										
Masonry	6.00										
Ceiling & Insulation	03										
Suspended - Ceiling and Wall	5.00										
Insulated	10										
Average Rooms Per Floor	0.00										
Floor Number	1										
Floor	0.00										
Plumbing Fixtures	12.00										
	4.000										
<b>TOTAL POINT VALUE</b>											103,000

BUILDING ADJUSTMENTS		TOTAL ADJUSTMENT FACTOR		TOTAL QUALITY INDEX	
Quality	4	C45	1.05		
Shape/Design	3	MARKET FACTOR	1.04		
Size	Size	Size	0.95		
		TOTAL ADJUSTMENT FACTOR	1.040		
		TOTAL QUALITY INDEX	111		

TYPE	GS AREA	PCT	RPL CS	CODE	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	AYB	EYB	DEP SCH	OVR	% COND	OB/XP DEPR. VALUE
BAS	9,476	100	950419	10A	ASPH PAVLN	0	0	0	23,000	3.00	100.00	1	1998	1998	55		30	20,700
FOP	512	000	18133															20,700
STP	49	000	982															20,700
<b>SUBAREA TOTALS</b>	10,137		953,172															

BLDG DIMENSIONS BAS=W46527W38523W2517E2578E22E46N107E16N38Area:9476;FOP=W12527E12R27Area:324;FOP=512E24N12W24Area:288;STP=57E76W7Area:49;TotalArea:10317

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
OFF PRN STE	0900	OFF	0	0	1.0000	0	1.0000			10.00	13590.000	SF	1.000	10.00	135900	0	
OFF SEC STE	0901	OFF	0	0	1.0000	0	1.0000			5.00	23000.000	SF	1.000	5.00	115000	0	
<b>TOTAL MARKET LAND DATA</b>															250900		
<b>TOTAL PRESENT USE DATA</b>																	

15-0-25-020-A- (8698854) Group:0 11/13/2023 1:53:06 PM

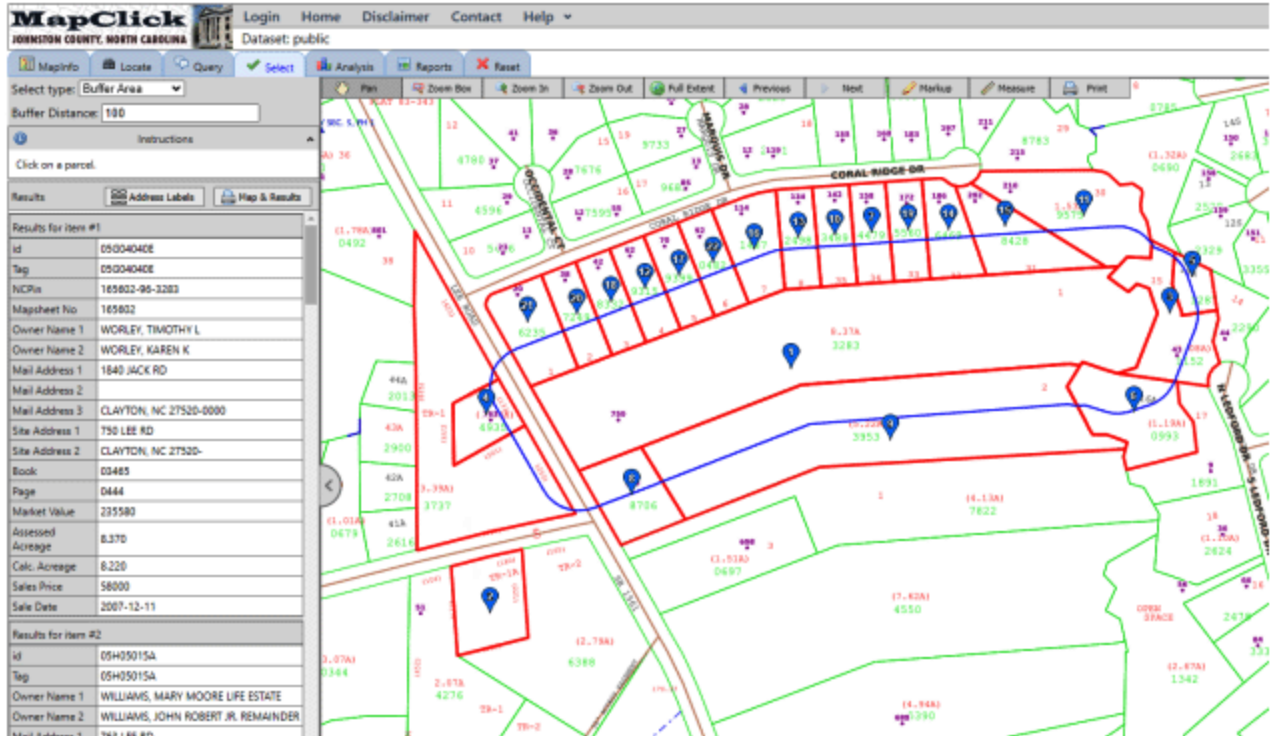
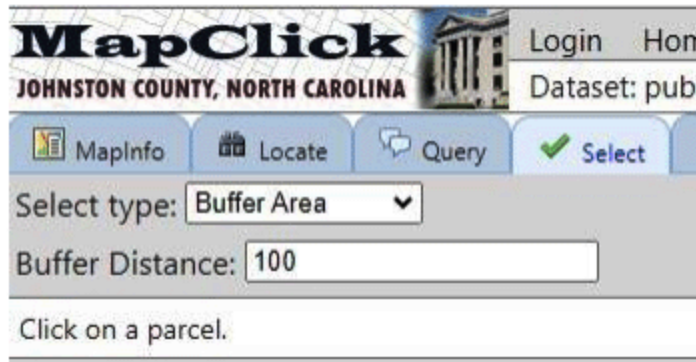
**Select**

MapInfo Locate Query Select Analysis Reports Reset

**A. Buffer Area:**

Using this option, a user can define a buffer size around a parcel. This buffer will collect all the names and addresses for the surrounding parcels. This information can then be used to generate mailing labels. After selecting Buffer Analysis, enter the size of the buffer. Press the Submit button or Enter on the keyboard. Next, click on the parcel that should be buffered. The buffered area will

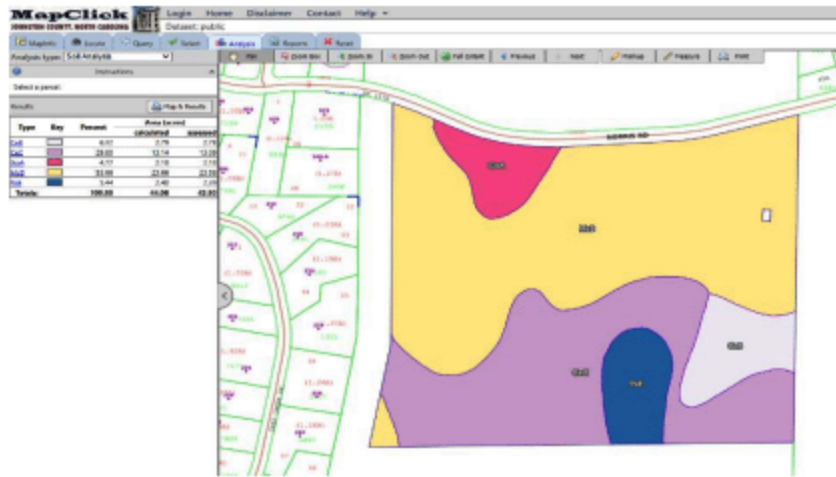
draw on the map and the resulting information will appear on the screen.



## Analysis

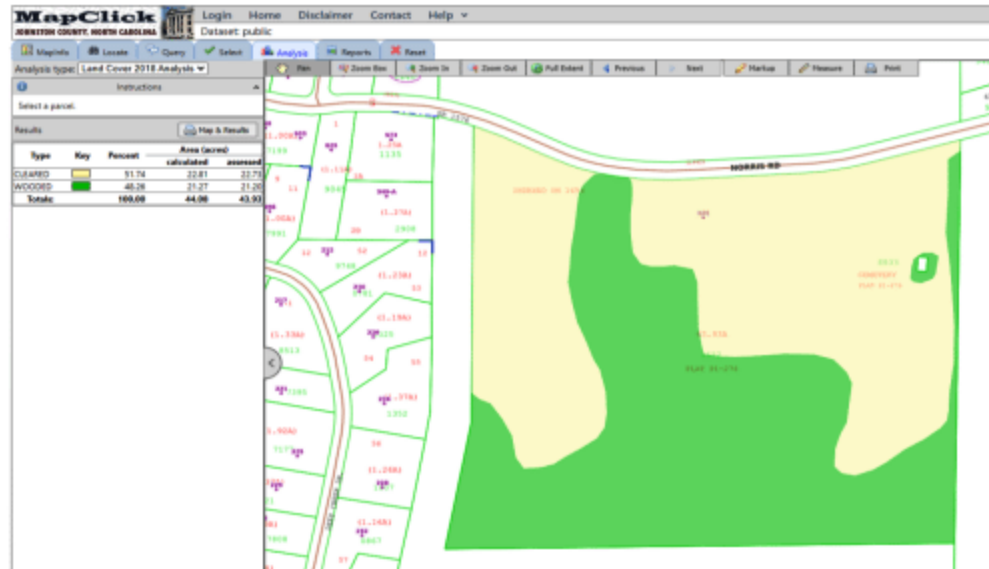
### A. Soil Analysis:

This option will analyze an entire parcel to determine what soils exist within the parcel's boundaries. After this option is selected, click on a parcel on the map. The map will then shade the soils on that parcel and the analysis results will appear. The results will indicate the percentage of each type of soil, in addition to the calculated acreage and the assessed acreage. To find a definition of a soil type abbreviation, click on any of the links under the Soil Type column.



## B. Land Cover Analysis:

This option will analyze an entire parcel to determine what land cover exists within the parcel's boundaries. After this option is selected, click on a parcel on the map. The map will shade the land cover (trees, pond/lake, marsh/out, cleared) on that parcel and the analysis results will appear. The results will indicate the percentage of each type of land cover, in addition to the calculated acreage and the assessed acreage. Please be aware that this data is from 2001.



## C: Zoning Analysis:

This option will analyze an entire parcel to determine what zoning exists within the parcel's boundaries. After this option is selected, click on a parcel on the map. The map will then shade the different zoning districts on that parcel and the analysis results will appear. The results will indicate the percentage of each type of zoning, in addition to the calculated acreage and the assessed acreage. To view a definition of a particular zoning, click on the zoning abbreviation under the Type column.

## Reports

### 1. Parcel Report:

You can use this option to print a user selected parcel along with related tax assessment

information.

**2. Orthophoto Report:**

You can use this option to print an aerial image of a specific parcel, along with related tax assessment information.

**3. Orthophoto/Flood Report:**

This option can be used to print an aerial image and the flood areas on a specific parcel along with related tax assessment information.

**4. Appraisal Report:**

This query returns a map of a user selected parcel and a subset of information from the tax assessment data.

**5. Property Sales Report:**

This query shows the last five sales on a user selected property.

**6. Site Report:**

This option can be used to print a parcel at a user specified scale. This map is appropriate for sketching a site plan for submittal to Johnston County Planning and Inspection department.

*Sizes:*

In the menu, if there is an arrow next to a format, this indicates that different print sizes can be selected. This is useful for sending information to a plotter. For desktop printers, only letter size is appropriate. The print sizes offered are letter (8.5"x11"), ANSI C (17"x22"), and ANSI E (34"x44").

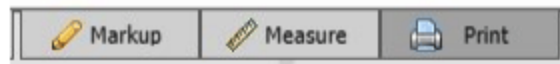
*Scale:*

For letter size, MapClick will print to the user defined scale that appears under the Maps & Layers tab. If it is to print to scale in a larger size sheet of paper on a plotter, an equivalent ratio must be used to print to that scale. Size C will be 2x the input scale and Size E will be 4x the scale.

Example: To print 1"= 200' scale on a size C, a scale of 1"=400' must be used. To print a 1"=200' on a size E, a scale of 1"=800' must be used.

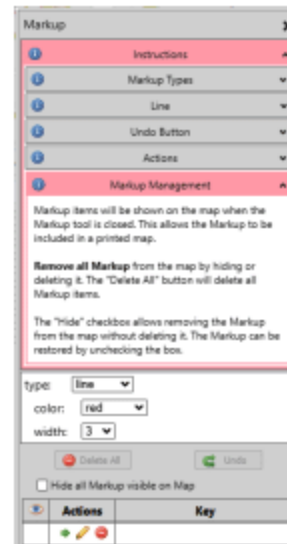
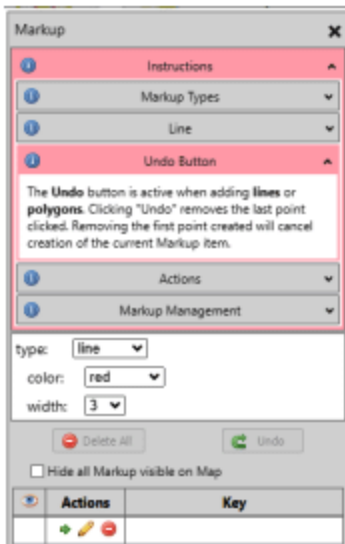
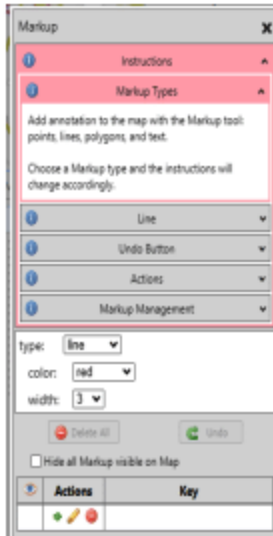
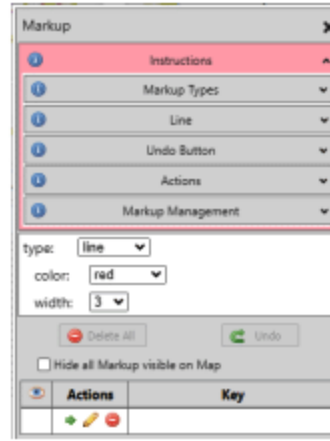
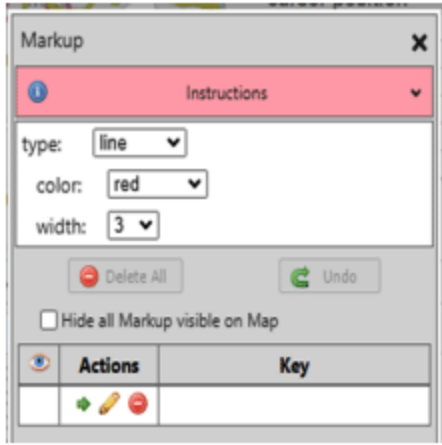
**MARKUP, MEASURE and PRINT:**

You will see that Markup, Measure and Print are buttons on the right side of the Map Toolbar and not tabs. These are mutually exclusive buttons which all overlay a panel on the Right Tab Panel. The reason for this is to allow Markup and Measure to be done while working in any of the tabs. If you add markup to a query, you can return to Query by clicking the Markup button to turn it off or by clicking the Query button to return there.



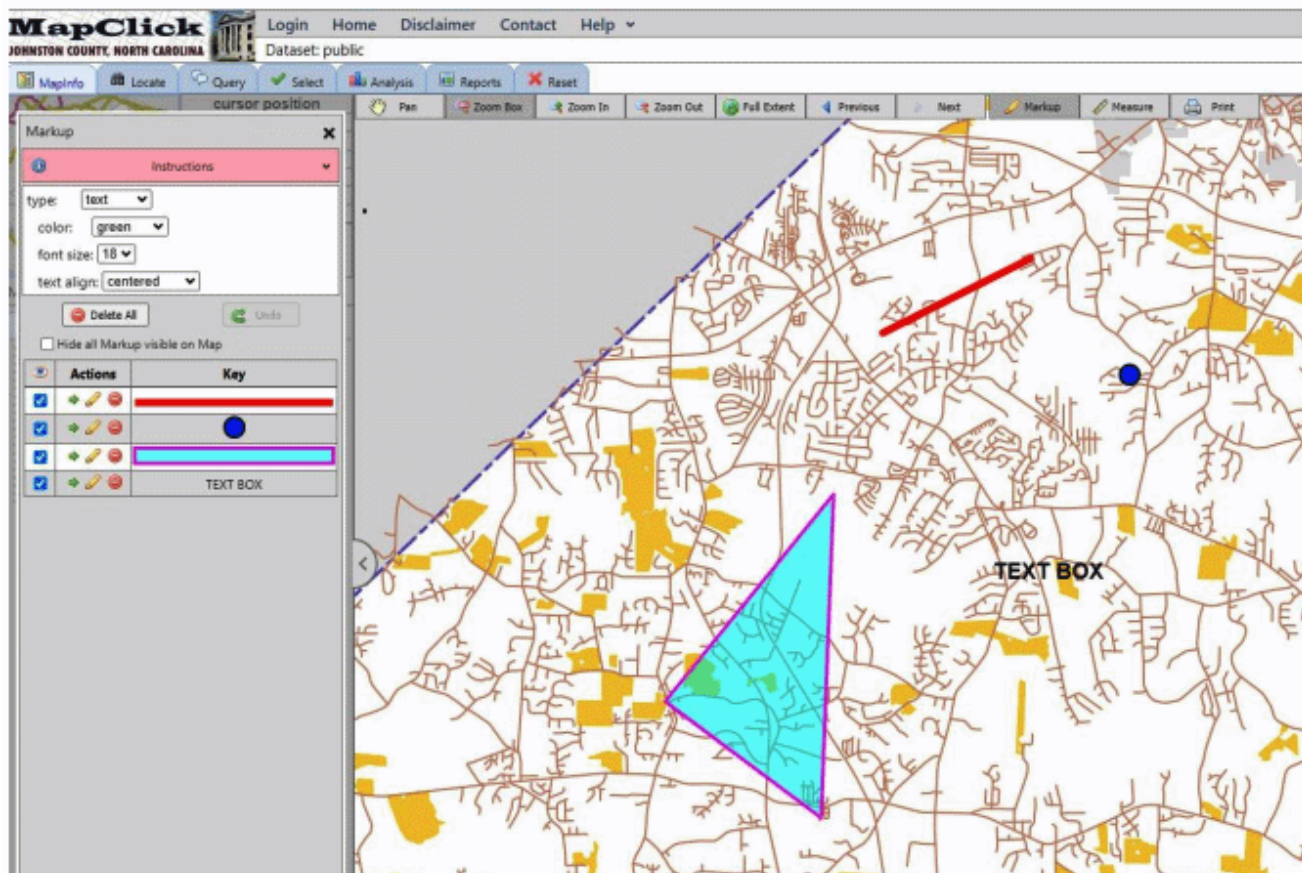
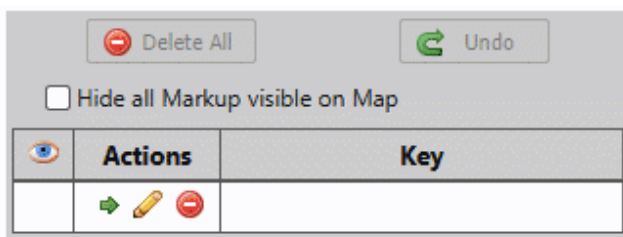
**A: Markup:**

Add annotation to the map with the Markup tool: points, lines, polygons, and text. Choose a Markup type and the instructions will change accordingly.



The "Actions" icons allow you to center your markups on the map with the green arrow, edit your markups with the pencil or delete each individual markup with the red minus. You may also choose to delete all markups with the "Delete All" red minus or undo.

By checking the box by “Hide all Markup visible on Map” you can temporarily hide the markups while printing or viewing other layers. You can also hide individual markup items by unchecking the checkbox in the visibility (eye icon) column.



## B: Measure:

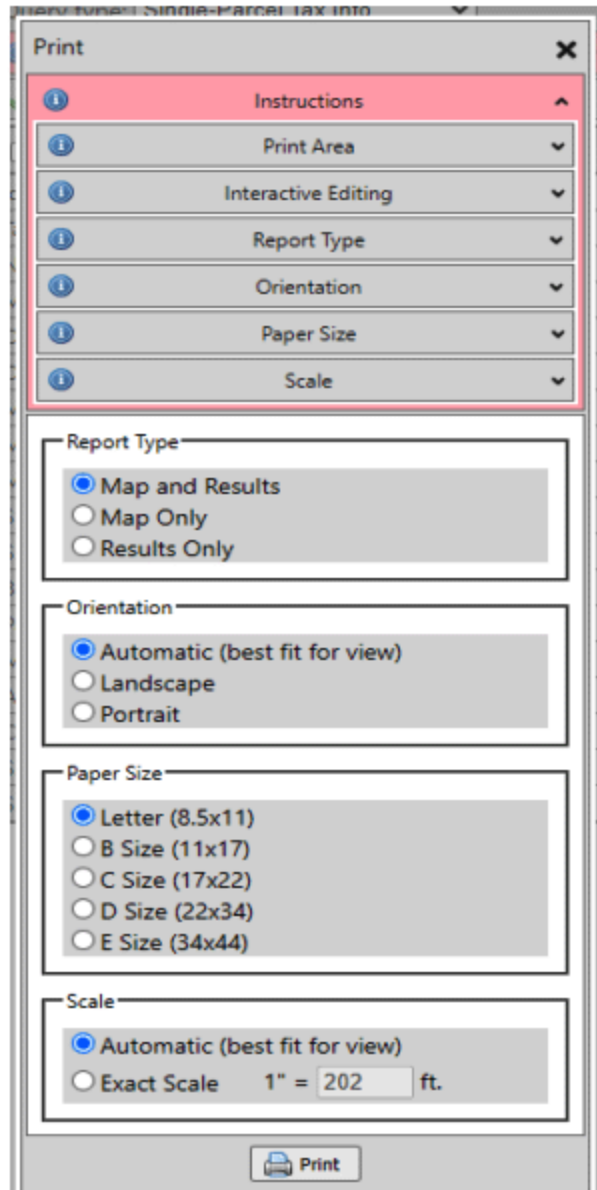
Measure **distance** or **area** with the Measure tool. **Start measuring** by clicking on a point. Clicking successive points will create the measured segments. **End measuring** by double clicking when creating the last point. Or if that point is already created, single click it again to end the measurement. When measuring area, the last segment returning to the start point will be added automatically to create a polygon.

**HINT:** Zoom In with the mouse wheel while over a point to get a more accurate measurement.

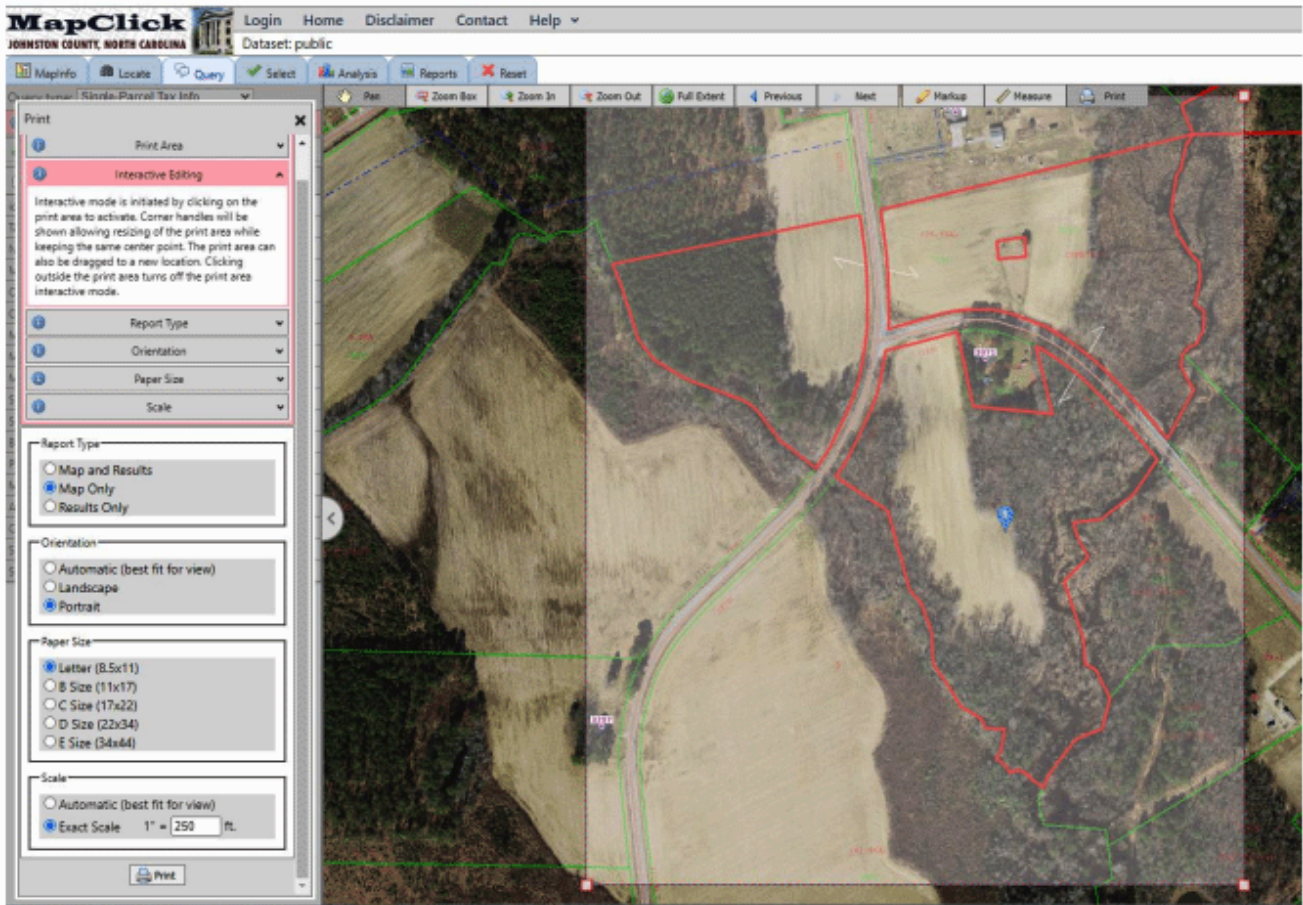
**NOTE:** To use the print options, you must make sure that any 'Pop-Up' software is turned off. Pop up software are programs that eliminate ads from appearing while surfing the internet. Many times this software is downloaded and turned on automatically with web browser toolbars, such as the Google or Yahoo toolbar. Depending on your browser, it may also be turned on in the browser itself.

**C: Print:**

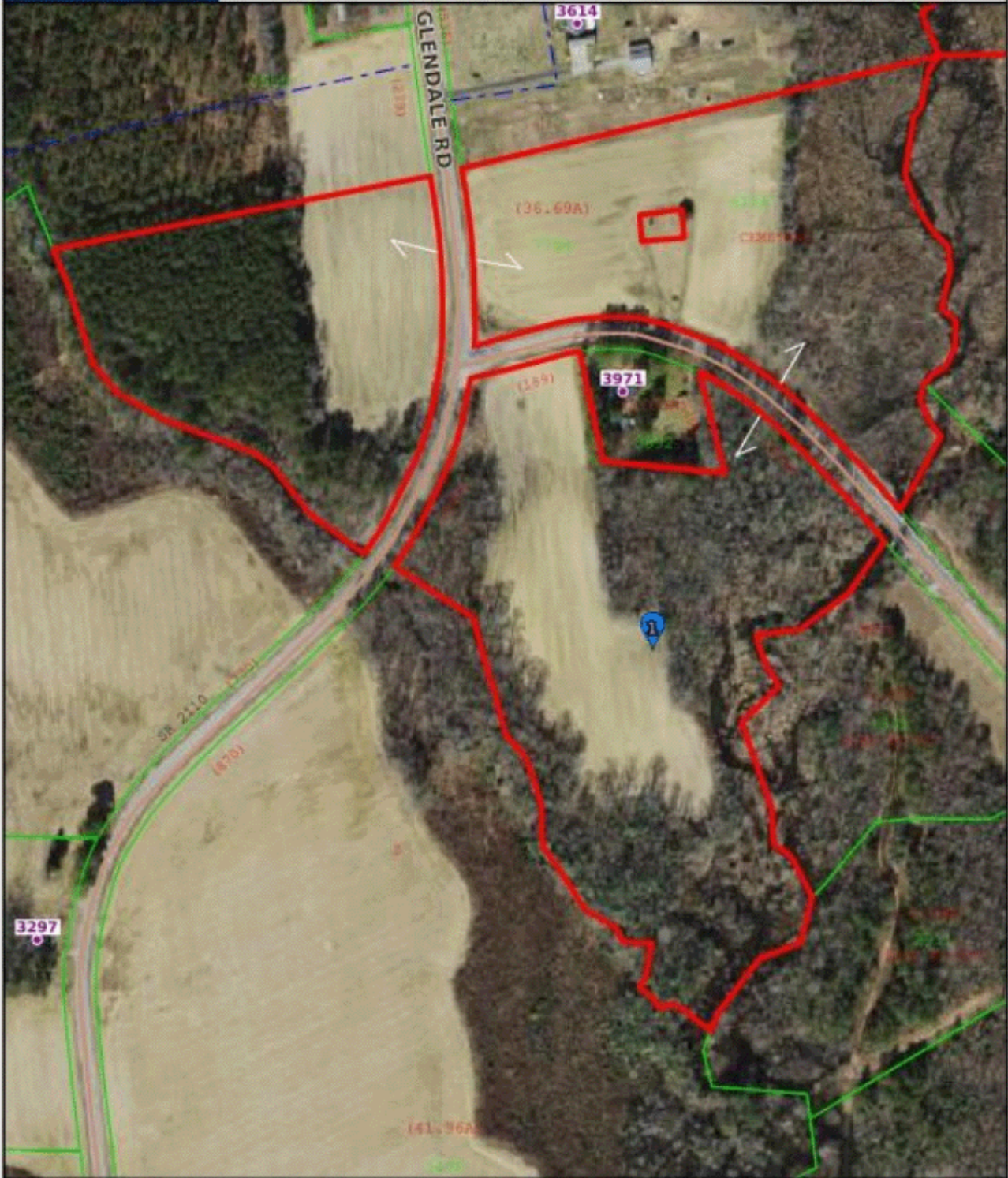
While Locate, Query, Select and Analysis tabs each still have the additional print options available above the results, the new “Print” key offers additional options for printing. By selecting “Instructions”, the new options can be viewed along with the details for their functionality.



One new option is the ability to set a specific print area. A shaded area will appear based on setting the “Exact Scale” to the area as needed. A shaded area will appear and can be dragged over any area.



In the above example the report type is set to “Map Only”, “Portrait” orientation and Exact Scale of 1” = 250 Feet. By selecting “Print” at the bottom of the page the following print was generated:



Scale: 1:3000 - 1 in. = 250 feet

(The scale is only accurate when printed portrait on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS  
November 13, 2023

[View and/or Save MapClick Instructions in PDF](#)